

The Challenge...

To develop valid, reliable, and legally defensible employee selection procedures. Do you need help in meeting this challenge? Well, SPB has the answer!

SPB's Technical Training Program offers a twelve-course curriculum designed to increase your selection skills and assist you in achieving your department's objectives.

The twelve courses in the Selection Analyst Training Program will provide you with the tools and techniques that are needed to develop highly effective selection procedures. Additionally, through this program, you will acquire the skills and expertise that will be required to meet future selection challenges in this new millennium.

For More Information, Contact...

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Visit our Website on the Internet @
<http://www.spb.ca.gov/spbtrain/>
You can download our registration form off the Internet and FAX us your completed form.

Please contact us for available price discounts, for a copy of the current schedule of classes or to discuss having a special training session for your organization.

We are constantly developing new classes to meet our customers' needs. Let us know your training needs.

SELECTION ANALYST TRAINING PROGRAM



The Program...

The Selection Analyst Training Program provides a method for certifying the skills of selection analysts. The program is intended to give selection managers a mechanism to further develop the skills of analysts already on staff, as well as another tool for evaluating applicants for job openings. Selection analysts who successfully complete the program simultaneously increase their skill level and marketability.

The Selection Analyst Training Program consists of a series of classes required to achieve a Certified Selection Analyst designation. Classes may be completed in any order, however, maximum benefits will be obtained by taking them in the suggested order. In particular, we recommend completing the first four classes before completing the remainder of the curriculum. Students will need to complete all classes to receive the Certified Selection Analyst designation.

All classes are conducted in Room 312 at the State Personnel Board located at 801 Capitol Mall, Sacramento, CA.

The Classes...

Job Analysis (Two Days)
Tuition \$250.00/participant

Statistics Made Easy for
Personnel Selection
(One Day)
Tuition \$125.00/participant

Professional Selection & Test Validation:
Concepts and Principles
(One Day)
Tuition \$125.00/participant

Examination Planning (One Day)
Tuition \$125.00/participant

Supplemental Applications
(One Day)
Tuition \$125.00/participant

Developing Interviews
(One Day)
Tuition \$125.00/participant

Chairing Interview Examinations
(Three Days)
Tuition \$375.00/participant

Work Sample and Performance Tests
(One Day)
Tuition \$125.00/participant

Developing and Using Written
Examinations (One Day)
Tuition \$125.00/participant

Interpreting Item Analysis
(One Day)
Tuition \$125.00/participant

Pass Point Setting
(One Day)
Tuition \$125.00/participant

Scoring Models
(One Day)
Tuition \$125.00/participant